



PNAVA Policies and Procedures

Donation Policy

Policy Number: 8.5 Reviewed: 8/2017; 10/2021 Revised: 10/2021 EB Reviewed & Approved: 11/2017; 10/2022 Original Date: 10/1995
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PURPOSE

To disburse donation and charity funds according to the approved allocated budget.

POLICY

- A. There shall be an allocation of annual budget for donation and charities presented by the president and approved by the Executive Board.
- B. The president shall present sponsorship donation to the Executive Board for approval.

PROCEDURE

- A. Disbursement to charity organization requesting donations shall submit request in writing.
 - 1. Donation to an organization shall not exceed \$50.00.
 - 2. The Executive Board shall approve donation of over \$50.00.
 - 3. Additional requests for donations shall be subject for EB approval once budget is exhausted.
- B. Sponsorship of an organization
 - 1. An organization requesting for program sponsorship shall submit request in writing to the president.
 - 2. Sponsorship funding shall be considered on an individual organization basis and shall not exceed the allotted amount of \$100.00 or as approved by the Executive Board.



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REFERENCE (S)

ATTACHMENT(S)
1. Revision History



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Attachment 1: Revision History

Original Author: Precy Custodio, 1995

President: Venus Tomaneng, 1995

Reviewed: P&P Committee, 2017

President: Hilo Laxa, 2017

Reviewed: P&P Committee, 2021

President: 2020-2022 Catherine Paler